

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Assistant City Manager	Job Family:
General Classification: Management	Job Grade:

Definition: The Assistant City Manager acts as the primary staff assistant to the City Manager; identifying, analyzing, proposing and implementing solutions to operational problems and staff and budgetary issues; analyzing and revising operating procedures, directing projects, supervising department heads and certain City Manager Office staff, and acting on behalf of the City Manager in his/her absence.

Distinguishing Characteristics: The position acts with a high level of independence and requires strong analytical and administrative skills as well as diplomacy in managing assignments and projects.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Identifies operational problems and issues on a City-wide basis; works with departments to correct problems and issues.
2. Participates in developing and implementing policies, procedures, and objectives to assure efficient, effective, and consistent delivery of services.
3. Participates in the resolution of problems and issues between departments.
4. Researches and makes recommendations to the City Manager on special topics.
5. Manages and/or directs City projects and/or assignments.
6. Serves as a member of several City-wide interdepartmental planning and policy committees.
7. Supervises City Manager employees and department heads where assigned.
8. Acts as City Manager in his/her absence.
9. Represents the City Manager with the public, governmental agencies, and other City departments.

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Minimum Qualifications:

Knowledge of: Principles and practices of public administration and personnel administration; City government structure, processes, obligations, and limitations; principles and practices of labor relations, organizational management, budget and operations analysis.

Ability to: Develop and implement effective City organizational policies and procedures; analyze and resolve complex budgetary, management, and organizational problems; select, develop, motivate, and evaluate departmental staff; coordinate City programs and activities with the City Council, management, employees, and the community; manage and direct diverse and complex projects and programs; communicate effectively orally and in writing; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Equivalent to completion of a master's degree in public or business administration and five years of progressively responsible experience in one or more areas of public administration.

Required Licenses or Certificates: Valid California driver's license.

Established February 1980

Revised December 1991

CLASS SPECS

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